



**Energy Information Administration  
Office of Information Technology**

**Windows VPN User Guide**

March 2014

## Table of Contents

I.	Getting Started .....	3
II.	Establish a VPN Connection .....	3
III.	Establish a Remote Connection to Your EIA PC .....	5
IV.	Help .....	6

## I. Getting Started

A virtual private network (VPN) connection is established through the software program AnyConnect. You must have the [AnyConnect software](#) installed to your personally-owned computer, and have a RSA key fob to get started. If you have a PC (not a Desktop Virtual Infrastructure) setup as your work computer, you will also need the PCID number on your computer to remote into your desktop. This number is located on your CPU, not your monitor.

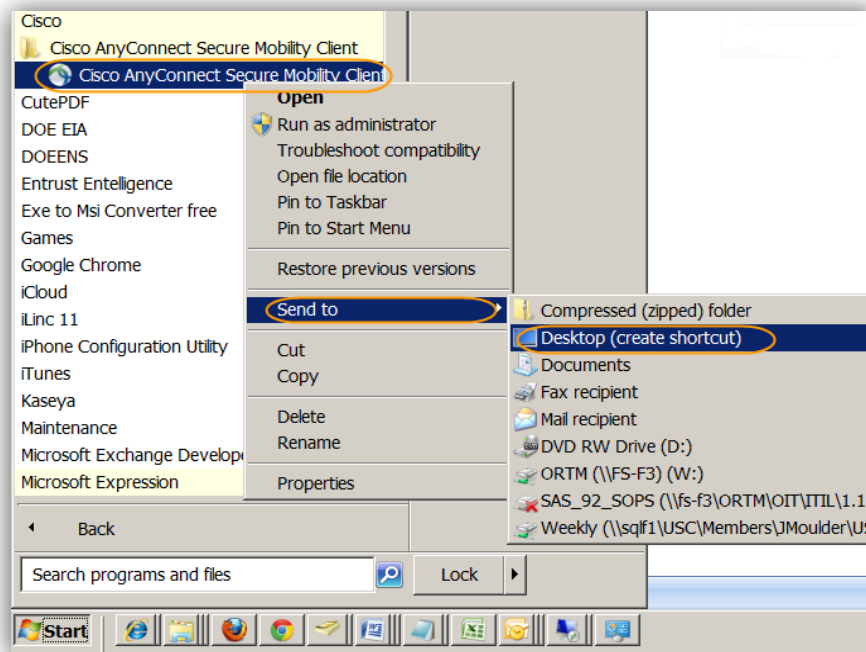
Note: Use your key fob monthly to ensure it is not deactivated.

If you have any questions or need assistance, contact the [User Services Center](#) (USC) at 202-586-8959 or open a ticket on the [self-service portal](#).

## II. Establish a VPN Connection

1. From the **Start** menu, select **All Programs** and click **Cisco AnyConnect Secure Mobility Client** to open.

**Note:** If you have a Windows 8 Computer, you will be able use the search feature to find the Cisco AnyConnect Mobility Client under installed Apps. Once you find the Cisco AnyConnect Mobility Client, Right-click and select **Pin to Taskbar**. You will then be able to open the Anyconnect client from the Taskbar Icon in the future. To create a shortcut on your Win 7 desktop, **Right-click** on Cisco AnyConnect Secure Mobility Client from the **All Programs** menu. Select **Send To** and click **Desktop (Create Shortcut)**. Reference the window below.



The shortcut will appear on your desktop.



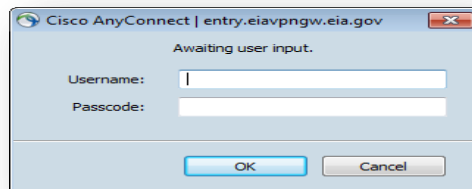
2. When AnyConnect is open, you should see **entry.eiavpngw.eia.gov** by default. If it is not displayed, enter **entry.eiavpngw.eia.gov** and click **Connect**.



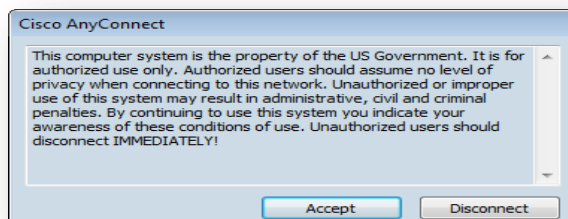
3. Enter the following information and click **OK** to continue.

Username: **Your LAN User-ID** (3 characters)

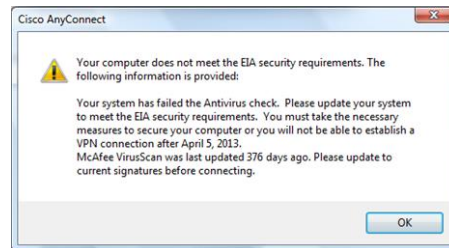
Password: **Your 8-digit RSA PIN + RSA Key FOB number** (the key fob number will be displayed on the fob and will change every 60 seconds)



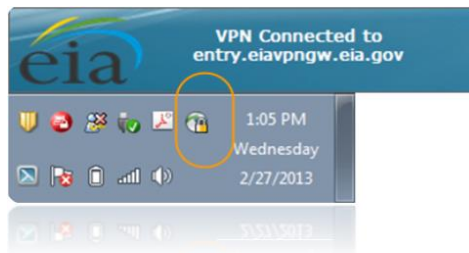
4. Click **Accept** to connect to the VPN.



If your computer does not meet the [EIA VPN Security Requirements](#), you will receive a pop-up message (example below). You must take measures to secure your computer or you will NOT be able to establish a connection.



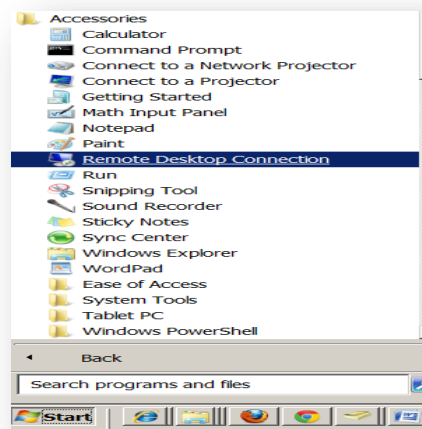
The AnyConnect logo (circled below) will appear when you have successfully connected. You may see the message **VPN Connected to entry.eiavpngw.eia.gov** in your system tray as well.



### III. Establish a Remote Connection to Your EIA PC

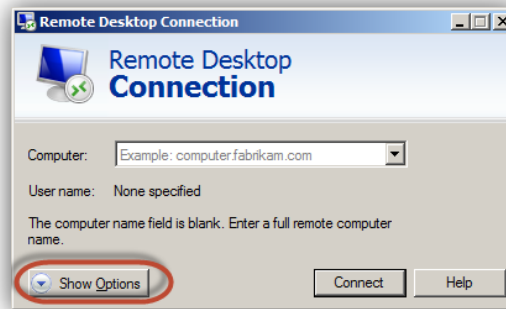
1. From the **Start** menu, select **All Programs**. Click **Remote Desktop Connection**.

Note: If you have a Windows 8 Computer, you will be able use the search feature to find the Remote Desktop Connection under Microsoft Apps. Once you find the Remote Desktop Connection, Right-click and select **Pin to Taskbar**. You will then be able to open the Remote Desktop Connection from the Taskbar Icon in the future.

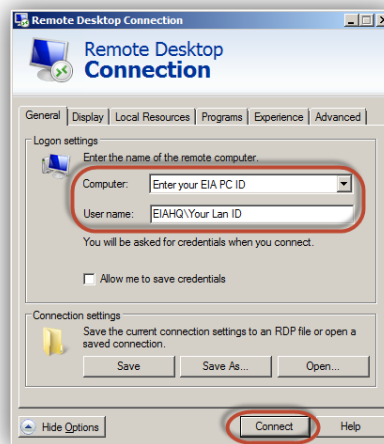


2. Enter your **PCID** in the computer field and click on **Show Options**.

Note: The PCID is on a label located on your EIA PC (not on your monitor).

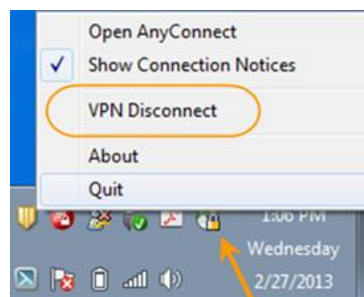


3. Add **EIAHQ\** followed by your three Character EIA LAN ID and click **Connect**.



4. Enter your EIA LAN password (Same password your use to log in to your EIA PC)
5. Click **OK** to accept the EIA Federal Property Disclaimer. Now you have connected to your EIA PC.

Note: Exit the Remote Desktop Connection to disconnect. You must disconnect from the VPN as well. Right-click on the VPN icon in your system tray and select **VPN Disconnect**.



## IV. Help

For assistance, contact [USC](#) at 202-586-8959 or open a ticket on the [self-service portal](#). Hours of operation are 7:30 a.m. – 5:00 p.m.